



PORT THEATRE MEETING AND RECEPTION RENTALS

For Rental Clients

The Harmac Pacific Room



A lovely venue for corporate or small business meetings, or pre-show or post-show events and receptions, the Harmac Pacific Room is air-conditioned with a commanding view of the harbour.

Bookings can only be confirmed two months in advance, on days that the Main Theatre is not rented.

Rental Rates for 2026-2027:

- Up to 4 hour booking: \$250
Over 4 hour booking: \$350
- House Management Fee for set up and take down of room: \$35 per hour
- Technician may be required dependent on client's required set (4 hour minimum call at current hourly rate)
- Bartender service is required for alcohol sales, 4 hour minimum call at \$30 hour plus 15% gratuity
- Coffee/Tea Urns can be requested and are \$24 each.

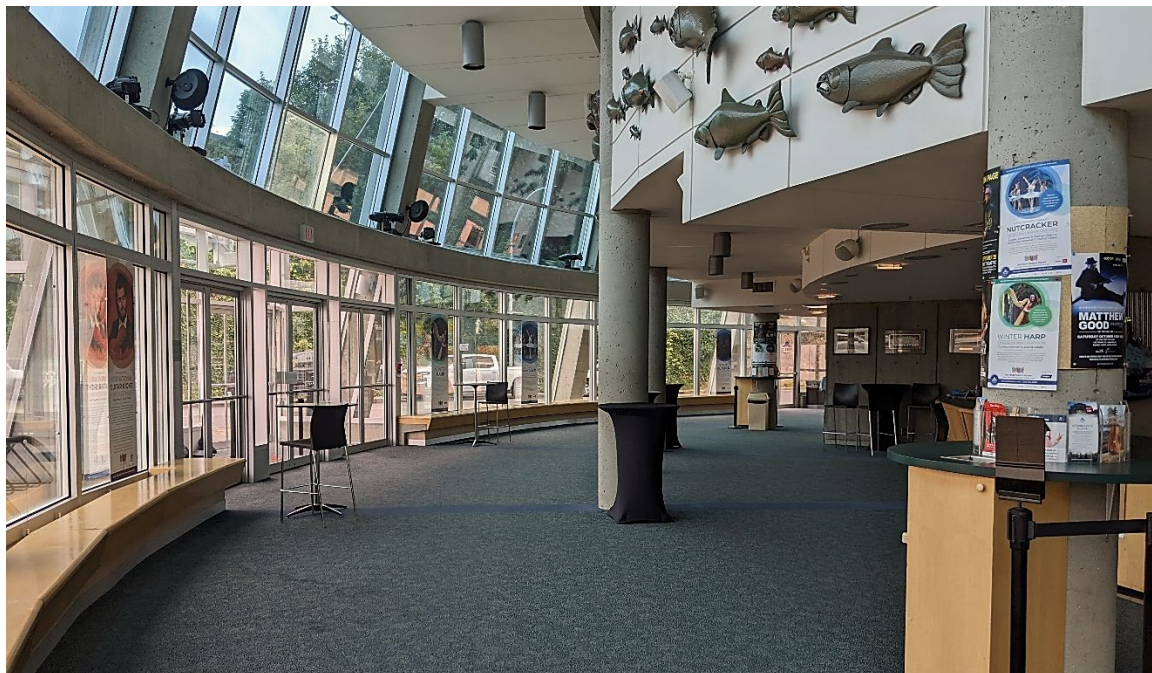
Our House Manager can guide you with any catering needs. The Port Theatre does not have a kitchen and all catering must be brought in.

**Capacity:**

- Workshop setting: 35 people with tables & chairs
- Boardroom setting: 24 people maximum
- Reception setting: 75 people (stand-up with some chairs)

Event insurance: Required for room rentals

SOCAN & Re:Sound if live or recorded music is played during the event you are subject to current Socan and RE:Sound rates.

Main Lobby Rental

Available for receptions, intimate Lobby concerts or trade shows, provided the Theatre is not booked for another event. We can only secure your booking two months in advance.

Rental Rates 2026-2027:

- Commercial Clients: \$1,100
- Community For-Profit/Non-Profit outside RDN: \$1,250
- Community Non-Profit: \$1,600
- House Management Fee for set up and take down of room: \$35 per hour
- Technician may be required dependent on client's required set up (4 hour minimum call at current hourly rate)



- Bartender service is required for alcohol sales, 4 hour minimum call at \$30 hour plus 15% gratuity
- Coffee/Tea Urns can be requested and are \$24 each.

Our House Manager can guide you with any catering needs. The Port Theatre does not have a kitchen and all catering must be brought in.

Capacity:

- Stand-up reception with some seating: 500 people maximum
- Lobby concert: 100 people maximum (seated)

Event insurance: Required for room rentals

SOCAN & Re:Sound if live or recorded music is played during the event you are subject to current Socan and RE:Sound rates.

For additional information, please contact our Booking & Programs Coordinator, Mya Wilson-Rhodes.

Mya Wilson-Rhodes

Booking & Programs Coordinator

Port Theatre Society

250-754-4555

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